



JOINT READINESS TRAINING CENTER AND FORT POLK CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341

*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"*

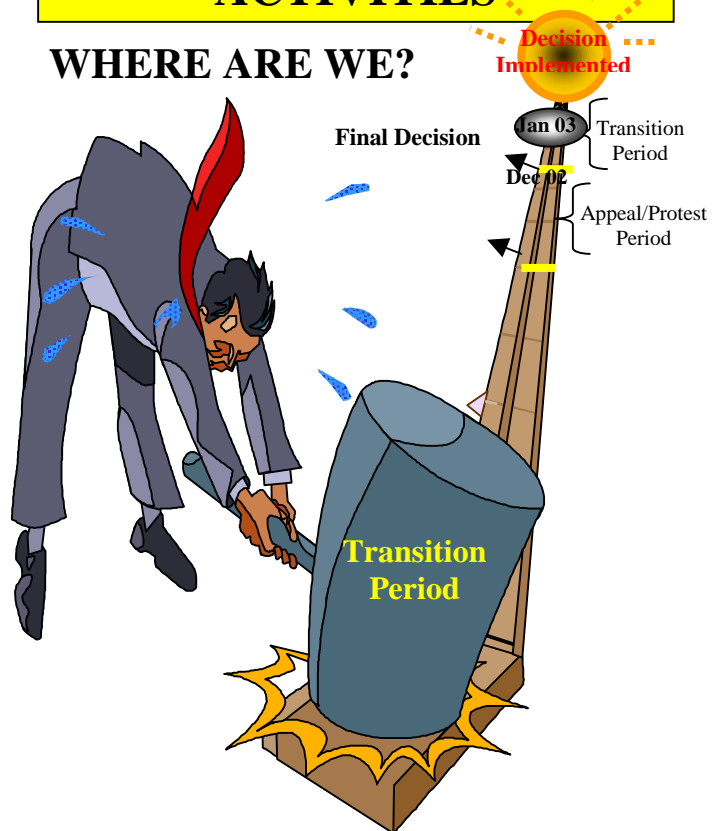


CPAC INFORMATION BULLETIN
NUMBER 58

March 2003

COMMERCIAL ACTIVITIES

WHERE ARE WE?



GARRISON COMMANDER'S COMMERCIAL ACTIVITIES UPDATE

As a part of my continuing effort to keep you informed, I would like to provide you an update on the status of the implementation of the Commercial Activities (CA) study. My purpose is to tell you where we are now and to advise

you of the road ahead. My goal is to eliminate rumors.

Last month we advised you, among other things, that the phase-in period was continuing and that significant progress had been made in readying the Command to transfer property to AECOM; provided the results of our VSIP/VERA offerings; announced the HAP public meeting; and announced our plans for a Job Fair on 16 Apr 03.

The conduct of the RIF is on schedule. RIF notices will be issued on 31 Mar 03. We recognize that the anxiety surrounding the uncertainty of the RIF can be a stressful experience for any employee. We will not add any more additional stress than our employees are already experiencing. It, therefore, is the Command's intent to ensure that the RIF Notice delivery process is compassionate, timely, efficient, and standardized across directorates. To facilitate the accomplishment of these objectives, the Command has approved the plan developed by the CPAC. Here are some key features of the plan.

- RIF Notices will be issued by Directors in small organizations and Directors and Division Chiefs in large organizations, preferably on a one-on-one basis, but may do so in groups.
- Affected employees will be informed as soon as possible of the time and place within the Directorate to report to receive their notice.

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- The notices will be issued in the following order: (1) separations; (2) changes to lower grade; (3) RIF reassignment; and (4) Management Directed Reassignments.
- Each employee will be asked to acknowledge receipt of the notice. Acknowledgment of receipt does not mean that you agree with the contents of the notice, but rather, that you've received the notice. The receipted copy will be returned to the CPAC.
- Severance pay amounts for eligible employees scheduled for separation will be provided each employee NLT 30 Apr 03.
- Appointment slips for the mandatory Priority Placement Program Briefings will be attached to the RIF notice. Also attached to the notices will be RIF guides that explain the process.
- Employees desirous of RIF counseling may attend one of the general RIF counseling sessions on 15, 16, or 17 Apr 03.
- In the case of changes to lower grade and RIF reassignments, employees will be given 5 workdays to accept or decline the offer. The acceptance or declination form must be returned to the CPAC within 5 workdays of receipt.
- Employee counseling services will be made available to those desirous thereof. Employees may contact either of the following:

Mr. Glenn Epperson	531-2989
Chaplain Kenneth Carpenter	531-4288
Chaplain Thomas Wild	531-2782
Father Author Mauricio	531-4228
Chaplain Arthur Wienandt	531-6816

We are excited to announce that as a part of the continuing effort to make your transition as

smooth as possible, the CPAC has negotiated with the Department of Defense to send a representative to conduct a Priority Placement Program Briefing for affected employees. Attendance at the 1 Apr 03 briefing is mandatory for employees scheduled for separation and voluntary for all others. Likewise, it is mandatory that you participate in the 2-4 Apr 03 registration. If you fail to participate, you will be automatically registered for the series and grade of the position from which you are being separated. The DoD Priority Placement Program is the most successful out placement program in government. We are persuaded that if you register, you will given a placement offer.

Here are some key dates and events:

Date	Event
18-25 Mar 03	RIF Results Furnished.
26-31 Mar 03	Directors Finalize RIF Notice Delivery Arrangements
31 Mar 03	Directors/Division Chiefs Issue RIF Notices.
1 Apr 03	Workforce PPP Briefing (Mandatory Attendance for Separations & Voluntary for All Others) 0900-1130 at Bayou Theater. Directors Return Receipted Copies of RIF Notices.
1-7 Apr 03	Acceptance/Declination Forms due in CPAC.
2-4 Apr 03	PPP Registration 0800-1615 at ACAP Center. (Mandatory for Separations. Failure to show will result in the automatic registration on your behalf for series and grade of the position from which being

separated). Appointments are 30 minutes.

15-17 Apr 03 General RIF Counseling at ACAP Center from 0900 to 1100 and 1330 to 1530 each day.

21 Apr - Individual RIF Counseling
2 Jun 03

14 Jun 03 RIF Effective Date

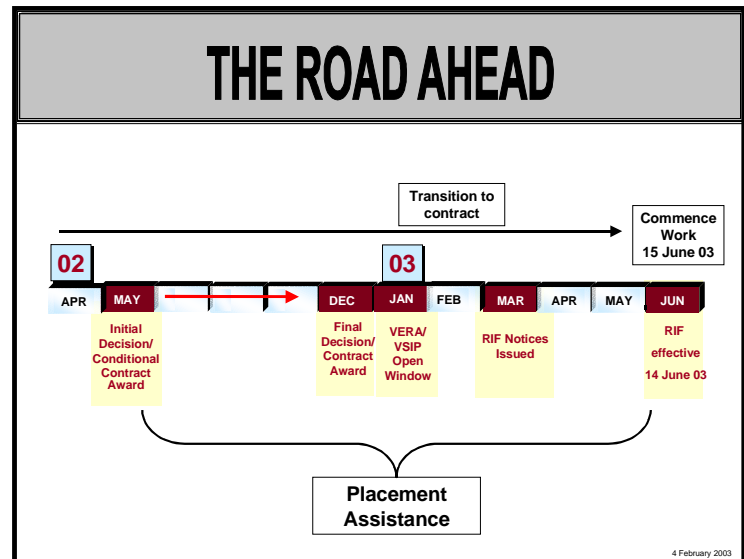
18 Jun 03 Registration of Change to Lower Grade employees in the Retained Grade Program. (Mandatory).

AECOM is soliciting applications for employment. All employees, including those with the Right of First Refusal, desirous of employment with AECOM will be required to complete an application. **Employee with the Right of First Refusal will be given 14 calendar days from 1 Apr 03 to submit their applications.** All employees and retirees are encouraged to obtain and submit an application as soon as possible. An application may be obtained from the CPAC Job Information Center. Upon completion, it should be submitted to:

AECOM Government Services Inc.
P.O. Box 3934
Fort Polk, LA 71459

Finally, the planning for the Job Fair on 16 Apr 03 is continuing. We expect a number of employers from the private sector, state and federal government. The fair will be held at the Vernon Parish Fair Grounds, in Leesville, Louisiana. You will need two pieces of identification including a picture ID to gain access. You should also bring copies of your resume and social security card, come early and dress appropriately, as for a job interview.

As always, I am committed to providing you the information you need. I will report to you as developments occur.



DISLOCATED WORKER TRAINING

The CPAC has partnered with the Louisiana Dislocated Worker Training Office to bring training to assist employees as we transition the workforce. The “just-in-time” training, designed to enhance your skills, will be available at the ACAP Classroom, Bldg. 2115 here at Fort Polk.



Due to a lack of interest the schedule has been changed. The following is the revised schedule of courses:

DATE	COURSE
8 Apr 03	General Orientation
8 Apr 03	Resume' Writing
9 Apr 03	Interviewing Skills

In addition, our Louisiana Dislocated Worker partners will be conducting orientation and individual counseling sessions for permanent and temporary employees entitled

unemployment compensation. These sessions are scheduled as follows:

4-6 Jun 03 Unemployment Compensation
for Temporary Employees

11-13 Jun 03 Unemployment Compensation
for Permanent Employees

We have solicited nominations for each of these classes. To date, those indicating interest have been few. The interest will determine the number of sessions. If you are interested in attending one of these sessions and have not registered, please notify your supervisor and contact Ms. Tami Culbreath at 531-1856. Those



indicating interest are expected to attend.

What Happens After You Submit Your Retirement Application?

Once you submit your retirement application to the ABC-C, several things happen to ensure your application is processed quickly and efficiently. Processing steps are briefly outlined below:



First, basic information is entered into a local database so that we can track the progress of the retirement action. Applications are worked in the order they are received and by effective date. A preliminary review is done to make sure the application packet is complete.

We will then send you a letter telling you that we have received your packet. At this step, we will also request any additional or corrected documents that may be needed.

Your Official Personnel File (OPF) will be requested from your servicing CPOC. A

thorough review will be done and a statement of service is prepared to verify your eligibility for retirement.



Another review will be done to start the final processing. If additional information is required, you will be notified.

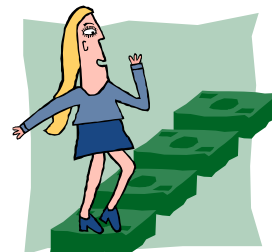
An ABC-C specialist will then contact you to provide the final retirement counseling. Your original retirement application will then be forwarded to the payroll office within five working days of the effective date of your retirement.

The ABC-C will continue to monitor your application packet to ensure that it moves along the processing steps.

A congratulatory letter will be sent to you within one week following the effective date of your retirement along with a copy of the completed retirement packet and copies of the SF 2819, SF 2821, and retirement SF 50.

The payroll office will ensure the retirement action is forwarded to the Office of Personnel Management (OPM).

OPM will set up interim retirement payments (generally about 80% of the estimate). At this time, you will also be provided a Civil Service Annuity (CSA) number to use when you need to contact OPM regarding your retirement.



Once the packet has been reviewed and approved by OPM, you will receive a final statement that will show your annuity payment and deductions.

The processing of a retirement application is a lengthy and tedious process. Each step, however, is necessary to ensure that no undue delays are encountered.

FEDERAL EMPLOYEE HEALTH BENEFITS

HEALTH BENEFITS FREQUENTLY ASKED QUESTIONS ABOUT COVERAGE FOR FAMILY MEMBERS

Q. Who can be covered by my FEHB enrollment?

A. FEHB Program coverage is available for the employee's current spouse and unmarried dependent children under age 22, including legally adopted children and recognized natural children born out of wedlock. Stepchildren and foster children (including grandchildren, if they qualify as foster children) are included if they live with the employee in a regular parent-child relationship. Also, an unmarried dependent child age 22 or over who is incapable of self support because of a mental or physical incapacity which existed before age 22 may qualify for coverage under certain conditions. You cannot cover other relatives, such as your mother, even if they are otherwise considered your dependents.

An employee's agency makes enrollment eligibility decisions in accordance with the law and regulations. Your Human Resources Office can help in deciding whether your circumstances meet the requirements.

Q. I just had a baby. My coworker just adopted a child. Do either of us need to complete another SF 2809, Health Benefits Registration Form, to have our children covered?

A. How you acquire a child (e.g., birth or adoption) does not matter. If you have self-only enrollment, you each need to complete an enrollment form to change to a self-and-family

enrollment within 60 days of the event. The self-and-family enrollment will be effective the first day of the pay period in which the child was born or adopted. If you already have a self-and-family enrollment, you do not need to complete a new form; in this case, contact your plan to let them know about the new family member.

Q. My child is in college. How long can my child stay covered under my enrollment?

A. Your child can be covered under your self-and-family enrollment until he or she marries or turns age 22. It does not matter whether he or she attends college.

Q. My child will be 22 years old this year but she is disabled and incapable of self support. Can I continue to cover her under my FEHB enrollment?

A. Your unmarried dependent child age 22 or over who is incapable of self-support because of a disability that existed before age 22 may be eligible for coverage under your FEHB enrollment. For more information, please see the FEHB Handbook for Enrollees and Employing Offices at <http://www.opm.gov/insure/handbook/fehb29.asp>

Q. Can I cover my common-law spouse under my self-and-family enrollment?

A. If the State in which you reside recognizes common-law marriages, yes.

Q. Can my grandchild be covered by my plan?

A. Your grandchild may be eligible for FEHB coverage if he or she meets the eligibility requirements for foster children. These requirements are:

HAPPY ST. PATRICK'S DAY

- the child must be unmarried and under age 22 (if the child is over age 22, he/she must be incapable of self support);
- the child must live with you;
- the parent-child relationship must be with you, not the child's biological parent;
- you must be the primary source of financial support for the child; and
- you must expect to raise the child to adulthood.

For your grandchild to be covered under your FEHB enrollment, you must sign a certification stating that your grandchild meets all the requirements and that you will notify your employing office if the child marries, moves out of the home, or stops being financially dependent on you. This change is made by going through the Army Benefits Center-Civilian (ABC-C) at website <http://www.abc.army.mil>. ABC-C will then notify your FEHB plan that your grandchild should be added to your enrollment.

Q. Is my same-sex partner eligible for coverage under my FEHB enrollment?

A. No. The law defines family members as a spouse and an unmarried dependent child under age 22. Public Law 104-199, Defense of Marriage Act, states, " the word 'marriage' means only a legal union between one man and one woman as husband and wife, and the word 'spouse' refers only to a person of the opposite sex who is a husband or a wife."

Q. My ex-spouse is a Federal employee. I have a court order stating that he has to provide health insurance coverage for our children. How can I make sure his health plan covers the children?

A. The "Federal Employees Health Benefits Children's Equity Act of 2000" requires mandatory self and family enrollment coverage for FEHB-eligible employees who do not comply with a court or administrative order to provide health insurance coverage for their

child(ren). You should send a copy of the court order to your spouse's Human Resources Office. They will ensure that your ex-spouse is enrolled in a self and family FEHB plan that provides coverage for the children.

If he is not enrolled in a self and family plan, his Human Resources Office will enroll him in the self and family plan of his current FEHB plan. If his current plan is an HMO and the child(ren) don't live within the service area of this plan, they will enroll him in the Basic Option of the Blue Cross and Blue Shield Service Benefit Plan. Please be sure to include your home address in your notification so that the Human Resources Office can make this determination.

The Human Resources Office will send you a copy of the SF 2809, Health Benefits Election Form. They will also send a copy to the FEHB plan so the plan can update their records and send ID cards to you. The Human Resources Office will flag your ex-spouse's health insurance records to prevent him from making a change to the self only plan for as long as the court order requires him to provide health insurance coverage to your child(ren) or until age 22, whichever occurs first.

Q. My spouse got a court order requiring me to provide health insurance coverage for our children although I am already enrolled in a self and family plan. Do I have to do anything?

A. Yes. You should still send a copy of the court order to your Human Resources Office to review and make a determination if any action is required. They will file the copy in your OPF and flag it so that they know a court order relating to health benefits has been filed. If your children aren't listed as family members on the SF 2809, they will send a copy of the court order to your FEHB plan.



AECOM APPLICATIONS FOR EMPLOYMENT

Applications for employment for AECOM Government Services, Inc. can be picked up at Building 2502 (corner of 23rd and Alabama) or at the Leesville office at 11810 Lake Charles Highway, Suite 3 (next to Catfish Junction).

Current government employees who have approved retirement and are interested in working for the contractor following their retirement need to complete an AECOM application for employment. Interviews have already begun for applications received and will continue through 30 March.

Interviews for government employees who have a right of first refusal as a result of the RIF will be held 1-18 April. AECOM applications for employment for those government employees with a right of first refusal must be submitted not later than 14 April.

Interviews for all other personnel will resume again following the completion of interviews for those individuals having right of first refusal. Letters of intent to hire will be issued beginning 1 April for right of first refusal applicants and 15 April for all other applicants. It is AECOM's goal to have letters of intent to hire issued and signed by 1 May for all positions. This information is being briefed during the employee orientation briefings. Questions can be asked during the briefing sessions or by calling the AECOM HR Office at 392-8211 or 531-7161/7297.



AECOM BRIEFINGS

AECOM Government Services Incorporated has begun a series of briefings to interested Government Employees. The briefings, which last from 60-90 minutes depending on the number of questions asked, are being held in classrooms designated by each directorate.

The briefing provides an AECOM overview, Phase-In Plan features, Right of First Refusal discussion, the interview process, Wages and Benefits, and Conditions of Employment. Briefings were held for G1, AG, and DCFA interested employees 11 March. DOL briefings are tentatively scheduled for 25, 26 & 27 March. Briefings to DPTMS, DPW, and DOIM employees have not yet been finalized. Please check with your supervisors for scheduled times.



AECOM Fort Polk Office

The Project Management Office for AECOM Government Services, Inc. (The Base Support Contractor) has been opened on Fort Polk. Building 2502 on the corner of 23rd and Alabama (at the south end of the one-way street) will house the Personnel Section, Pay and Accounting Sections, and the Project Manager and Business Office Manager. Building 2531 will house the Property Management Section, Procurement, Quality Control, and the Safety & Environmental Offices for AECOM Government Services, Inc. The HR Office can be reached by calling 531-7161 or 531-7297. Applications for employment can be picked up from 0730-1630, Monday-Friday.

AECOM will continue to keep their Leesville office open through 1 June Monday-Friday, 0800-1700. Applications for employment can be picked up and dropped off at either location. The Leesville office can be reached by calling 392-8211.





TSP RATES OF RETURN

Rates of Return were updated on February 4, 2003.

	G Fund	F Fund	C Fund	S Fund	I Fund
February 2003	0.32%	1.41%	(1.49%)	(2.56%)	(2.29%)
Last 12 Months* (3/1/02 – 2/28/03)	4.80%	9.99%	(22.65%)	(18.35%)	(17.49%)

* The G, F, C, S, and I Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month, and assume earnings are compounded on a monthly basis.

The monthly G, F, C, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the 4th business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.



MYPAY PUTS YOU IN CONTROL

myPay, formerly E/MSS, offers faster enhanced services, security, accessibility and reliability to all customers of DFAS worldwide. With myPay, you can:

- View, print, and save leave and earnings statements
- View and print tax statements
- Change federal and state tax withholdings
- Update bank account and electronic fund transfer information
- Manage allotments
- Make address changes

- Purchase U.S. Savings Bonds
- View and print travel vouchers
- Control Thrift Savings Plan enrollment

Features may vary by Armed Service and status.

myPay is secure; it combines strong encryption and secure socket layer (SSL) technology with your social security number (SSN) and personal identification number (PIN) to safeguard your information from any unauthorized access.

myPay is easier than ever. The new design helps you find the information and complete the transactions you want in just three clicks. Available nearly around the clock, myPay means no waiting in lines or holding on the phone. With clear confirmation messages, myPay means confidence in knowing your pay is going where it should, when it should.

Start using myPay now by using your existing E/MSS PIN to log on at mypay.dfas.mil.

Need a new PIN?

- Civilians, active Air Force and Marine Corps, all Reservists, and military retirees receive PINs by mail. If you need a new PIN, just click “need new PIN.” Log on once you receive your PIN in the mail.
- Active Army and Navy may request PINs by faxing name, social security number, phone number, signature, and copy of a government ID to DFAS at 216-522-5800. Then, log on following the instructions provided.

Why use myPay?

As a DoD employee, military member, retired service member, or annuitant you will have unprecedented control over your pay account. You’ll have immediate access to your information and can change your pay preferences online. You will save time. Your Service will save money.

How safe is myPay?

The unique combination of a SSN, PIN, and a DoD-specific telephone number needed to access myPay ensures a secure environment.

Is assistance available?

Yes, help is always available for myPay online. You can also call customer support at 1-800-390-2348, Monday through Friday between 7:00 a.m. and 7:30 p.m. Eastern for assistance.

Can the PIN be changed?

Yes, you can change your PIN online in myPay. To change your PIN, select the "Change PIN" option from the main menu.

MEDICAL SENSE

PROTECT AGAINST POISONING BAYNE-JONES ARMY COMMUNITY HOSPITAL

Do you know which of the products you keep around your house are poisonous? Take this short quiz to assess your knowledge of poisonous products. Which of the household products listed below are potentially poisonous?

Alcoholic beverages	Ammonia
Antihistamines	aspirin or substitutes
Bleach	dishwashing liquid
cough & cold medicines	diet pills
garden chemicals	glass cleaner
glue	insecticide
iron supplements	laundry detergent
laxatives	lye
painkillers	rat poison
rubbing alcohol	sleeping pills
solvents and thinners	toilet bowl cleaner
vitamins	

Answer: Every item on the list (as well as many items not included) is poisonous under the right

circumstances, especially to small children. In fact, a leading cause of accidental poisoning in children is the ingestion of iron supplements. To protect your family from accidental poisoning, follow these tips:

Storing and Handling Products

- Keep household products out of the reach of children and in out-of-reach cabinets with locks on them.
- Leave all unexpired medicines in their original containers with their labels intact.
- Throw out all expired prescription and over-the-counter medicines and containers on a regular basis.
- Throw out medicines that have crumbled to a powdery consistency or have changed odor or color.
- Ask for and buy only medicines with safety caps.
- Keep nonfood products, even vitamins, away from where food is stored or prepared.
- Avoid using products that contain lead or lead-based paint.

Poisonproof Behavior

- Never leave children unattended around household products, even to answer the phone.
- Always read cautions on labels.
- Remove old, peeling paint that could find its way into a child's mouth.
- Never use food containers to hold poisonous products.
- Don't give or take medicines in the dark.
- Teach young children to always ask you first before putting anything in their mouth.
- "Even things that look good can poison you".

In Case of Poisoning

- Keep the number of your local poison control center posted near all telephones in your house. **NATIONAL POISON CONTROL 1 (800) 222-1222**
- Keep syrup of ipecac on hand in case you need to induce vomiting (**make sure you**

follow the guidance of a Health Care Provider or the emergency room staff).

- Seek medical attention immediately.

In recognition of National Poison Prevention Month, the Health Promotion Program of the Department of Preventive Medicine located at BJACH will be providing Awareness Information on March 7 & 21 from 10 A M until 2 P M at the Main Post Exchange. If you would like more information on poison prevention or other health topics for yourself, family, family readiness group or unit, contact the health promotion staff at any of the following numbers:

Red Team – 531-3014, Blue Team – 531-3567,
Green Team – 531-3776
Internal Medicine – 531-3999 or Health Promotion
Nurse – 531-3255

FORT POLK LEAVE DONOR PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 413. Who is in need:



Judy Mafnas	DRM
Charline Browning	DCFA
Bobbie Vaziri	CPAC



ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. misty.adler@polk.army.mil
2. Call 531-1840

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center